MSF Switzerland
Sweida, Syria

MSF Switzerland (MSF-CH)

JOB VACANCY – Base and Facilities Officer

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial permanent position the successful candidate will be contracted with a service agreement on monthly basis then offered an employment contract once the process of registration is completed.

- **Position: Base and Facilities Officer**
- **Number of Vacancies:** 1
- **Location: Sweida Governorate and its villages**
- **Candidates should be residents of Sweida Governorate**
- **Posting date: 19/11/2026**
- **Deadline: 24/11/2026**

Scope of responsibilities:

Carrying out or supervising all maintenance logistics activities in the base (vehicles, fuel consumption, and local infrastructure) according to **MSF** standards and protocols in order to have the material, infrastructure and vehicles in optimal running conditions.

Main tasks:

- Planning vehicles movements, tracking individual trips, and ensuring implementation of security measures
- Tracking consumption of supplies, fuel, lubricants, used in different facilities (office, house, store, etc.).
- Checking the maintenance of the various open spaces.
- Checking and ensuring the maintenance of MSF premises and facilities.
- Performing maintenance of logistics equipment
- Inventories and the reallocation of equipment.
- Renewing the authorization to use radio material with local authorities.
- Checking the quality of the work carried out on generators and electrical installations.
- Preparing orders for his sector activity, do the follow-up, and checking their proper reception and state.
- Carrying out local purchases
- Participating in training at the request of the line manager.
- Responsible for drafting all contracts related to base and movements plus communication.
- Intering all assts in TMS system.
- Foloowing up all mainteanace in the base
- Supervising watchmen if needed.
- Making sure MSF identificartion policy is followed and implemented in all our movements and premises.

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- Following up power consumption in the base and making sure that, MSF electrical installation standards are in place.

Recruitment criteria

Education: • Secondary Education Essential.

Experience:
- Desirable Experience with other NGO's

Languages: Essential, bilingual in both English language and Arabic languages.

Skills: Computer Literacy and radio equipment user-knowledge

Competencies:
- Results.
- Teamwork.
- Flexibility.
- Commitment.
- Service.
- Stress Management.

How to Apply:

Syrian candidates who meet the above criteria are invited to apply through the below link using a computer or a smartphone.

The deadline is 24rd November 2026 at 5:00 PM

https://forms.gle/MTfyHqRrnt2k2QTBA

Only short-listed candidates will be contacted.

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with

diverse backgrounds, characteristics, perspectives, ideas, and experiences work together for the social mission of MSF to create better outcomes for the patients and the communities we work with.

We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection *of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances.*

No monetary transactions, non-monetary benefits, favours of any kind, or other forms of favouritism will be tolerated in the recruitment process.
MSF reserves the right to refuse to hire a candidate who has benefited from such acts.

Plagiarism (particularly copying and pasting sources without citing them) as well as the use of artificial intelligence to assist in researching and formulating responses to this assessment is strictly prohibited and will result in your exclusion from the selection process.